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ABSTRACT

This pamphlet, addressed to employers in Oregon, emphasizes the necessity of high school students finishing school. It suggests ways that employers can facilitate student employees' education by encouraging them to remain in school, rewarding good school performance, and setting up realistic schedules that minimize conflicts with school. The pamphlet suggests that employers can help prevent students from dropping out of school and thus ensure an educated work force for the future. The pamphlet includes a sample of clear expectations to ensure success with students in hiring, on the job, and at termination of employment. A sample student work agreement and a hiring pledge are provided. (KC)

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MAKING THE EMPLOYMENT & SCHOOL EXPERIENCE SUCCESSFUL

A Guide to Working With High School Students

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FOR
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FUTUR

An Employer-Student Partnership

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EDUCATION FOR OREGON'S FUTURE:
An Employer-Student Partnership

Many high school students are dropping out of school to take full-time employment.

Although youth employment fosters personal development, job skills and valuable work ethics, it must be coupled with a sound education to insure long-lasting personal success and realization of the American dream.

Your influence and efforts can make a difference.

If you hire high school students:

DO support education – take an interest in your student employees' attitudes about school, grades, attendance and future plans. Recognize good grades; reward high school graduates.

DON'T contribute to the increasing drop out rate by operating at cross purposes with the school system. Structure work schedules that permit high school students to maintain effective study habits.

BE AN ACTIVE PARTNER. Contribute to a student's personal growth and job experience AND support an educated workforce.

Oregon is experiencing an expanding economy and labor shortage. There is concern that students may drop out of school to work, thus increasing the dropout rate. Combining work with school is a positive experience for many youth. It also benefits business by providing a continuing source of better prepared employees.

HELP YOUR BUSINESS . . . HELP OREGON

Employers Can Support Their Student Workers in Attaining High School Graduation

If the Work Requirement is to . . .	the employer should . . .
• Balance work and school expectations	• Set realistic work goals that are not in conflict with school commitments
• Facilitate positive employee/student development	• Utilize open communications; communicate progress and problems; provide training; use regular evaluations to improve skills.
• Provide the "big picture" relationship between education and employment possibilities	• Illustrate daily applications of school courses applied to job situations.
• Use various public and private agencies to assist with the development and implementation of the Employment/ Education Partnership.	• Contact organizations such as the Oregon Bureau of Labor, Oregon Employment Division, local job training organization, community colleges and local school districts.

FOR MORE INFORMATION CALL:

Oregon Retail Council 1-800-452-7862

BE A LEADER – SUPPORT AND PROMOTE "EDUCATION FOR OREGON'S FUTURE," a partnership between Oregon's business community, the schools, the State and many interested, caring and concerned leaders.

Governor Neil Goldschmidt
Oregon Employment Division
Oregon School Boards Association
Economic Development Department
Oregon Department of Education
State Advisory Council for Career and Vocational Education
Student Retention Initiative
Multnomah Education Service District
Confederation of Oregon School Administrators
Portland Public Schools
Office of Community College Services
Oregon Youth Coordinating Council
Job Training Partnership Act
Oregon Retail Council

TO INSURE TOMORROW'S QUALITY WORKFORCE, SUPPORT COMPLETION OF A HIGH SCHOOL EDUCATION TODAY

Clear Expectations Insure Success

– SAMPLE –

HIRING

When I consider you for a job, I expect you to:

- bring your high school transcript and other information.
- to complete an application
- to be honest about your skills and other time demands.
- have completed or be enrolled in high school.

When interviewed for a job, you can expect me to:

- provide you with a brief job description, information on pay, and the hours you will be expected to work.
- be sensitive to you (I know you'll be nervous).
- tell you how to find out if you get the job and when you start (remember that you may not be the best person for THIS job).

ON THE JOB

Once I hire you, I expect you to:

- make the job your top priority while you are at work – even if the job is part time.
- be dependable and prompt. I'm depending on you.
- be willing to learn from criticism and be part of the team.
- remember that I am in business to make a profit.
- notify me well in advance, if you need to adjust your schedule in order to attend a special school event.

Once you work for me, you can expect me to:

- remember that you're a student with grades and other time demands.
- orient you to the job and the company.
- give you the training you need to be successful.
- let you know how you're doing in concrete terms and on a scheduled basis, and keep records of your work performance.

TERMINATION

If you decide to leave, I expect you to:

- give me reasonable notice.
- let me know if you'll need to use me as a future reference.

If I decide to dismiss you, you can expect me to:

- tell you why in as specific terms as possible.
- not surprise you. If we have had problems, or if the situation in my business has changed, advance notice will be given.

SUCCESSFUL EMPLOYMENT IS BASED ON SHARED GOALS AND MUTUAL RESPECT

STUDENT WORK AGREEMENT

– SAMPLE –

STUDENT AGREES TO:

1. Maintain regular attendance both in school and on the job. The student cannot work on any day he or she fails to attend school.
2. Use proper work habits which include: honesty, punctuality, courtesy, cooperative attitude, proper health and grooming habits, good dress and willingness to learn.
3. Consult with the employer about any difficulties related to classwork. Provide adequate notice of need to miss work for school related activities.

EMPLOYER AGREES TO:

1. Employ a student who is enrolled in an accepted high school completion program (e.g., comprehensive high school, alternative high school, G.E.D. program).
2. Stress to student employee the importance of remaining in school and achieving high school completion.
3. Allow, with adequate notice, student to participate in extra curricular activities.

Student Signature	Date
Employer Signature	Date
School Official Signature	Date

c: Employee
Employer
School Counselor

PLEASE CONSIDER ADOPTING THE HIRING PLEDGE

Education For Oregon's Future
HIRING PLEDGE

As Oregon businesses, we recognize the need for **qualified** employees. We will encourage students to stay in school by pledging to give hiring preference to high school graduates for primary employment. When hiring students for part-time positions during the school year, we will review their attendance and class standing with school district administration to assure that a job will not cause a drop out. And we will encourage any employees who are not yet high school graduates to obtain equivalency diplomas.

endorsed by Governing Board of the Oregon Retail Council

Help your business . . . help Oregon . . .
Call 1-800-452-7862 and make the pledge!

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EMPLOYMENT DIVISION
DEPARTMENT OF HUMAN RESOURCES
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